

NOTICE OF INTENT TO VACATE

I, _____, hereby give my notice that I plan to vacate storage space number _____ at Cascade Self Storage – W. Main located at 2562 W Main St., Medford, OR 97501 on _____ (enter move out date).

I understand if I give this notice **after the last day of my current rental period** my storage space rent is due in full for the entire month. The full amount of rent is due and payable. No checks or credit/debit card may be used for the final payment if paid on the day of vacating.

I understand **if** a deposit is being held on this account, my deposit will not be refunded until:

- All rents are paid current.
- The storage space is vacated and **ALL** items are removed.
- The storage space is left broom clean.
- The lock is removed.
- A final check of the storage space by **Management** is completed.

THERE ARE NO REFUNDS FOR THE CURRENT MONTH'S RENT. Only prepaid rents will be refunded.

It is understood I will be subject to a \$50.00/per hour cleaning fee and up to a \$200 disposal fee of any items remaining in the vacated space. Cleaning and disposal fees are due at time of vacate before the self-storage facility agent can sign off on the vacate.

___ I will be moving my items out of storage myself

___ I will be using a third party mover to move my items - If you will be using a third-party to move your item(s), and you will not be present when the movers are at the self-storage facility. You will need to make sure your movers have your gate code and key to your personal lock. Our agents are not allowed to assist by giving any information to the moving company and cannot let your movers in and out of the gates or your storage space.

Occupant Signature: _____ Date: _____

**Please help us do a better job of serving you in the future by answering the following:
The reason you are leaving: please check the appropriate item.**

Reason for Leaving: ___ Found a Home ___ Closing Business ___ Consolidating Storage Spaces ___ Moving ___ No Longer Need ___ Other _____ ___ Rate Increase ___ Renting at Another Store ___ Too Expensive ___ Vacated w/o Notice

Would you rent from us again? ___ Yes ___ No ___ Unknown

Using a scale of 1 to 5 please complete the following questions: (1=lowest - 5=highest)

1. The Cleanliness of the facility - _____
2. The Safety of the facility - _____
3. The Pricing of the storage space - _____
4. The Friendliness of the staff - _____
5. The Services provided to you by the facility - _____

Are you interested in receiving future marketing offers? ___ Yes ___ No If yes, enter email _____

Comments or Suggestions: _____

FOR OFFICE USE ONLY

* SP = SharePoint

Occupant vacated without notice	Date Vacated: _____	Found on Rounds By: _____
Notice entered in computer	(enter date): _____	By Whom: _____
Rent paid to date	(enter date): _____	
All items are removed from the space	Yes _____ No _____	Checked By: _____
Storage space is broom clean	Yes _____ No _____	Checked By: _____
Is there a refund due on the account	Yes _____ No _____	Refund Amount: \$ _____
Account has been moved out in the computer	(enter date): _____	By Whom: _____

FOR MANAGER USE ONLY - SHAREPOINT [SP]

___ The entire storage space file paperwork including Intent to Vacate & Move Out receipt has been verified as uploaded to SP.

___ Manager has updated SP space file folder to the correct space status: Vacated / Auctioned / Transferred and dated.

___ The entire space file has been moved to the Move Out file section of the filing cabinet.

Manager Notes: _____

Manager Signature: _____ Date: _____